

Fw: Sharepoint Calendar

Lesley Johnson <Lesley.Johnson@sd71.bc.ca>

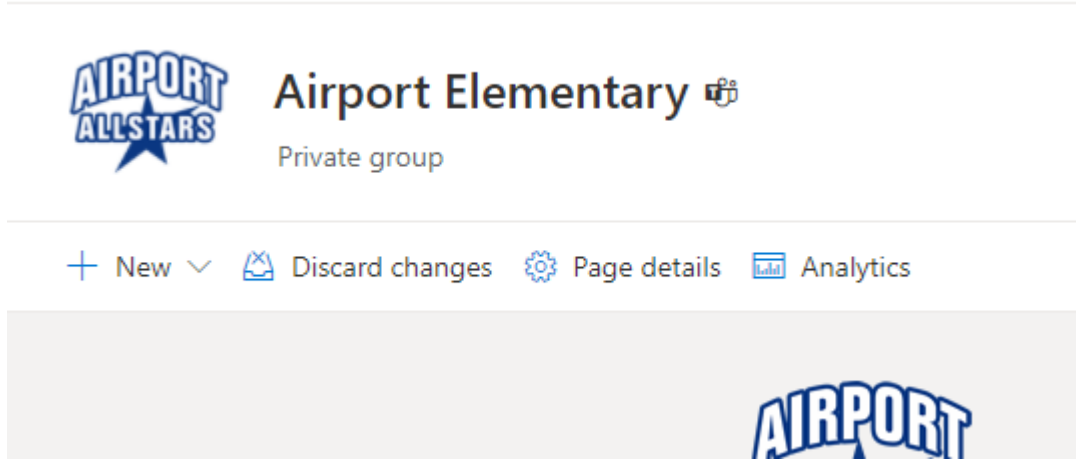
Mon 11/22/2021 11:08 AM

To: OLibrary - Teacher Librarians <OLibrary-Teacher_Librarians@sd71.bc.ca>; Tammy McMurray <Tammy.McMurray@sd71.bc.ca>; Jacqueline Anderson <Jacqueline.Anderson@sd71.bc.ca>; Serina Allison <Serina.Allison@sd71.bc.ca>; Jennifer Riley <Jennifer.Riley@sd71.bc.ca>; Dawn Anderson <Dawn.Anderson@sd71.bc.ca>; Kara Dawson <Kara.Dawson@sd71.bc.ca>; Jina Taylor <Jina.Taylor@sd71.bc.ca>; Heather Willms <Heather.Willms@sd71.bc.ca>; Tracey Croonen <Tracey.Croonen@sd71.bc.ca>

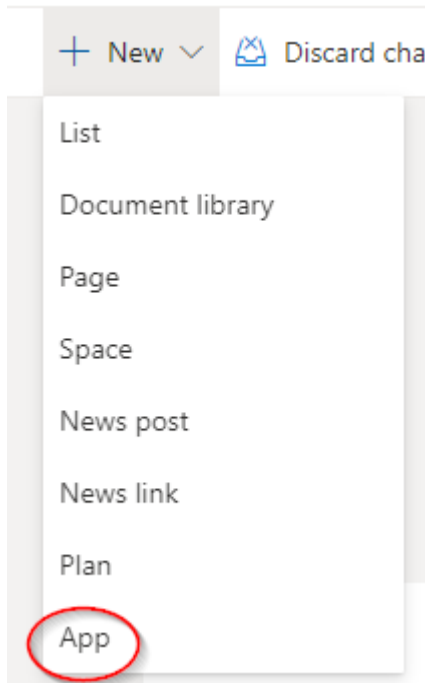
Hi Team,

Some of you have had questions about using/fixing the calendar app in SharePoint. I wanted to show you really quickly how you can make as many calendars as you would like. Here is how you start.

First, go to your Sharepoint site. Notice the 'New' button on the image below:



Then click on 'App':



The following page will come up. You will first want to click on 'From my organization' and then the phrase 'classic experience':

My apps

Filters

All

From my organization

From SharePoint Store

Apps you can add

No matching results found. Built-in apps such as [Classic Experience](#).

[Find more apps in the SharePoint Store.](#) →

When you click on 'classic experience', the following page will come up:

Site contents ▸ Your Apps

Find an app 

[Exit classic experience](#)

n Add
rganization
s

Noteworthy



Document Library
Popular built-in app
[App Details](#)



Custom List
Popular built-in app
[App Details](#)



Tasks
Popular built-in app
[App Details](#)



Site Mailbox
Popular built-in app
[App Details](#)

Apps you can add

[Newest](#) [Name](#)



Document Library
[App Details](#)



Form Library
[App Details](#)



Wiki Page Library
[App Details](#)



Picture Library
[App Details](#)



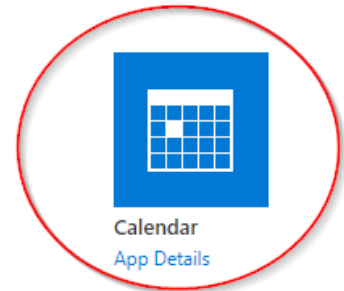
Links
[App Details](#)



Announcements
[App Details](#)








Contacts
[App Details](#)



Calendar
[App Details](#)

You will want to select 'calendar' from the list. You can then give it a name and it will be added to site contents. Afterwards, you can then transfer it onto the main Sharepoint page. If you want to change the view of the calendar from the monthly default to a weekly default, click on the three vertical dots to the right of the document name and select 'Settings'. You will then be able to customize the calendar to suit your needs.

	CST Bookings	Events list
	Gymnasium	Events list
	Preservation Hold Library	
	Site Pages	
	test calendar	Events list

- Delete
- Settings
- Details

Good luck!!

Lesley Johnson (she/her)
District Elementary Support Teacher-Librarian
IT Office: 250-338-1425

Comox Valley Schools

